

**To:** Carri Hulet[chulet@cbuilding.org]; John Livsey[jlivsey@lexingtonma.gov]; Rajitha Purimetla[rpurimetla@ashlandmass.com]; Corey, John E.[jaycorey@cityofwoburn.com]; eroberge@concordnh.gov[eroberge@concordnh.gov]; banderson@concordnh.gov[banderson@concordnh.gov]; Michael Sprague[msprague@lexingtonma.gov]; dsheehan3@watertown-ma.gov[dsheehan3@watertown-ma.gov]; Shuman, Matthew[mshuman@watertown-ma.gov]; Stephanie E Collins[scollins@tighebond.com]; Maeghan Dos Anjos[mdosanjos@ashlandmass.com]; Claire Goodwin[cgoodwin@lexingtonma.gov]; frederick.civian@state.ma.us[frederick.civian@state.ma.us]; barbara.mcmillan@des.nh.gov[barbara.mcmillan@des.nh.gov]  
**Cc:** Mulvaney, Kate[Mulvaney.Kate@epa.gov]; TenBrink, Marilyn[Tenbrink.Marilyn@epa.gov]; Secunda, Joshua[secunda.josh@epa.gov]; Tonkin, Elissa[Tonkin.Elissa@epa.gov]; Twichell, Julia[twichell.julia@epa.gov]  
**From:** Leiby, Anne  
**Sent:** Fri 5/5/2017 4:52:16 PM  
**Subject:** Thanks and Homework for Final RT #4  
[RT 4 Prep Slides.pptx](#)  
[RT 4 Prep Worksheet v2.docx](#)

Hello Everyone:

Thanks again for a very good session last week and thanks again to Lexington for hosting. Our next, and final, roundtable will be held in Woburn on May 23 (thank you Jay!). More details will follow. In Carrie's absence, I am sending you two documents that you need for Roundtable 4. The first is the template of the power point presentation that you will be presenting to the group on the 23<sup>rd</sup>. As you prepare that presentation Carri wants you to think about who your intended audience is – thinking through that will help you focus the message as you prepare your presentation. Carri will also check in with all of you during the week of May 15 to see how it is going and whether you need some help.

In the interim, if you have any questions, don't hesitate to give Josh (617-918-1736) or Anne (617-918-1076) a call. Carri will be back beginning the week of May 15<sup>th</sup>.

Thank you again for all of you are doing to make these roundtables purposeful. See you on the 23<sup>rd</sup>.

Anne